

**Approved Minutes of the Maricopa HOME Consortium Public Meeting
October 16, 2014
9:30 a.m.**

Present: Michael Cardenas, City of Avondale
Barbara Bellamy, City of Chandler
Robert “Buz” Essel, City of Glendale
Jaime Gonzalez, City of Peoria
Michelle Albanese, City of Scottsdale (Telephonically)
Jason Hughes, City of Surprise (Telephonically)
Craig Hittie, City of Tempe
Amy Jacobson, Maricopa County
Lisa Lowery, Maricopa County
Carissa Cyr, Maricopa County
Carl Morgan, Maricopa County
Paul Ludwick, Maricopa County

Guests: Richard Thomason, HUD
Debbie Pearson, City of Peoria
Rich Crystal, Crystal & Company

1. Call to Order and Roll Call

At 9:30 a.m., Amy Jacobson called to order the October 16, 2014 Maricopa HOME Consortium Public Meeting held at the Security Building in Seminar 2, Floor 1A, at 234 North Central Ave., Phoenix, Arizona 85004. The Roll was called and a quorum was established.

2. Community Presentation – City of Glendale

Amy introduced Robert “Buz” Essel from the City of Glendale and thanked him for being the first of the community presentations. Buz introduced Glendale’s Manufactured Housing Replacement Program, which began 12 years ago as an effort to address a particular County Island area and other areas of aging manufactured housing in Glendale. Buz explained how the program he created utilized local businesses in the creation of the replacement units in an effort to maximize the benefits to Glendale. One goal of the program is to keep property standards as close to stick-built homes as possible. Buz discussed the application process, required discussions between the sales person of the unit and the applicant(s), income verification/qualification processes that met HOME and CDBG guidelines, building safety guidelines, and other programmatic aspects.

3. Approval of Minutes (8/21/14)

Amy called for a motion to approve the minutes unless there were any changes or corrections to the minutes. No changes or corrections were made.

Jason Hughes motioned to approve the September 18, 2014 Minutes. The motion was seconded by Jaime Gonzalez and passed unanimously.

4. eCon Planning Suite Development of a Consortia Con Plan Conference Call held 10/1/14 Recap

Amy stated that Maricopa County held a group discussion on October 1 to recap what

the various consortia members learned during eCon Planning Suite trainings they attended. Amy reminded everyone of the highlights from the discussion which included: the Consolidated Plan must be created and submitted in the eCon Planning Suite in IDIS; the process is very different than in the past. More coordination and alignment will be necessary for the regional approach; the lead agency is the responsible entity; the County created the Consortia Consolidated Plan screens which are named "VI WORKING DRAFT - CONSORTIA"; and, this year the jurisdictions will not need to do their own Housing Needs Assessment and Market Analysis because that will be completed by the lead agency. The County will ask for contributions from jurisdictions. This is a different process than in the past.

Amy highlighted the two-page spreadsheet received during the eCon Planning Suite training which has been distributed to the Consortium. The sheet shows which Consolidated Plan screen templates the Lead Agency and the Participating Grantees are responsible for completing as part of the consolidated planning process.

Barbara Bellamy noted a major takeaway: even though the jurisdictions are completing the Con Plan to include their non-housing/CDBG sections, the County will be responsible for submitting the entire Con Plan to HUD which includes the non-housing sections. There is no direct submission of the CDBG plans from Chandler (or other Consortia members) to HUD. We will need to sync all of our timelines.

Amy said that Carissa Cyr will be the main point of contact for the Consolidated Plan and Annual Action Plan. Any documents, requests, questions will go directly to her.

5. Consolidated Plan Consultant

Amy introduced Rich Crystal, the Consolidated Planning Consultant for Maricopa County. Rich stated his experience working with the County on Consolidated Planning in the past. Amy noted that Tempe, Scottsdale, Glendale, and Chandler have hired consultants for consolidated planning. Michelle Albanese asked if the information Rich handed out had been or would be sent out. Amy replied that it would be sent out after the meeting.

Rich discussed the need to do two public hearings – one to solicit community input and a second to solicit comment on the draft plan. The Consortium would be doing community input meetings in November or December. Rich discussed that the County would be seeking Consortium members' comments by 12/31/14 on the Market Assessment, Needs Assessment, and Strategic Plan. After discussion, Consortium members present agreed that they could provide Annual Action Plan information as well.

Rich discussed the handout 'Consolidated HUD Submission Schedule' and reviewed dates with the Consortium members present. It was determined that more time would be needed before Consortium members could provide dates. The emails with date suggestions would be sent to Carissa Cyr by Consortium members pointed out varying months at which their draft Con Plans would be completed. Carl Morgan asked for clarification that the Board of Supervisors would only be taking action on the Maricopa County Consolidated Plan. Amy clarified that the Board of Supervisors would not be taking action on the City/Town individual Con Plans. Even though the submission will be bundled in IDIS, those CDBG and/or ESG parts would not need to be submitted to the County prior to Board approval. Michelle Albanese stated that the Scottsdale 30 day

comment period would be March 2-April 3, and the draft consolidated plan turned into Scottsdale staff at the end of February.

Rich explained that the County would be requesting the sections in grey by the end of the year. Rich discussed the internet survey that the County was generating (<https://www.surveymonkey.com/s/SN3WSR3>) which the Consortium members could utilize if they wanted. Amy confirmed that Carissa would put together a master schedule and provide that to the Consortium.

6. Analysis of Impediments to Fair Housing Choice (AI) Consultant

Amy notified everyone that the County received one response to the County's RFQ. The contract was awarded to Kimlyn Consulting. Kim Carter of Kimlyn Consulting will be doing a kick-off meeting with County staff in the next couple of weeks. The AI will be regional, and any AIs that the cities/towns are completing will be an added supplement to the regional AI.

7. Subrecipient Agreements Status Handout

Amy stated that the County distributed the Subrecipient agreements. It was confirmed that the agreements will be submitted for Board of Supervisors (BOS) approval as they are received back to the County. Amy said that Avondale and Peoria would be on the next BOS agenda. Amy confirmed that the BOS meeting was on November 12, 2014. Barbara Bellamy stated Chandler planned to return its approved Subrecipient agreement to the County by 10/27/14.

8. Project Score Sheet and Threshold Requirements for Reallocation of PI

Amy recapped that at the last meeting on 10/16/14, the Consortia discussed the creation of a score sheet that would be utilized to reallocate program income. Amy passed out a draft score sheet for program income reallocation that she created. Amy asked for feedback, but did not receive any comments at that time.

9. Strategic Planning Subcommittee – Standard Operating Procedures Manual

Carissa informed everyone there is at least one representative from each Consortia member signed up on MyHSD. All revisions to the assigned sections are due to the County by November 20, 2014 so that they can be uploaded on the [MyHSD](#) Workgroup. The County will compile all of the revisions and then give to the members at the December 18, 2014 meeting. The vote to approve the current practices is tentatively scheduled for January 15, 2014. Amy commented that there may be ideas triggered while updating the current practices that could be useful during the Consolidated Planning process.

10. Participating Grantee Fund Status Detail

Lisa Lowery told the group that has been sending Fund Balance Status Reports on a regular basis. Lisa thanked those that had reviewed and provided feedback about their report. Amy noted that the County was making a huge effort in reconciling City, County and IDIS financial data and that participation by the jurisdictions in that process is greatly appreciated.

11. Announcements and Information

Amy announced that Maricopa County hired a HOME Project Coordinator, Regina Marette, and that she would begin on November 3rd. She has experience with the HOME Program, and the County is very excited to have her.

Michael Cardenas announced that the City of Avondale has a new Neighborhood Family Services Coordinator named Sherry Steele. Michael also informed the Consortium that Avondale would also be recruiting for an economic development part-time position in November.

Jaime Gonzalez introduced the Consortium to Debbie Pearson, the City of Peoria's Human Service Coordinator and Fair Housing Officer. Debbie will be attending meetings as her schedule permits, and will attend meetings related to the AI.

Craig Hittie announced that the City of Tempe was recruiting for a Grants Management Accountant position and that he would send the job posting to the Consortium members.

Barbara Bellamy announced that the City of Chandler recently hired a Housing Rehab Specialist, Joseph DiCarlo, that would be starting on October 27th. Joseph will do CDBG and HOME funded housing rehab.

Carl Morgan notified the Consortium that the SHPO agreement had not been received back yet, but that he had been in contact with them to inquire about the status. Carl estimated it could be at least one more month before everything could be in place.

12. Call to the Public

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

No response from the public.

13. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Jaime Gonzalez. The motion was passed unanimously. The meeting was adjourned at approximately 10:57 a.m. The next scheduled public meeting will be November 20, 2014.

Respectfully submitted,

Carissa Cyr
Recording Secretary